4.8.8 Transaction Processing For Reversals

This process allows the user to reverse specific final disposition transactions and the Receipt Transaction. Transactions affecting the recording of final disposition and receipt data may have been inadvertently entered for a particular property case record. NPDMS provides the capability for reversing final disposition and Receipt 'T-type' transactions online through the Reverse Final Disposition Transaction and Reverse Receipt Transaction processes. These 'T-type' transactions include the following:

- Receipt (T02)

- Expended to Scrap (T03)

- Survey Lost Personal Property (T04)

- Utilized by Generating NASA Center (T05)

- Utilized by Other NASA Centers (T06)

- Transfer for Use of Other Federal Agency with Prior GSA Approval (T07)

- Transfer for Use of Other Federal Agency without Prior GSA Approval (T08)

- Transferred to DRMO for Further Disposal Processing (T09)

- Transfer of Foreign Excess Property for Donation (T10)

- Donation to Public Bodies without Prior GSA Approval (T11)

- Transferred to GSA for Further Disposal Processing (T12)

- Donation Approved by GSA (T13)

- Transferred to Other without Prior GSA Approval (T16)

- Abandoned or Destroyed Property (T18)

- Exchange/Sale Transfer of Property (T19)

- Donation to Other without Prior GSA Approval (T20)

Other types of transactions do not use this process. Freeze (F00) transactions are deleted (thawed) -- not reversed (Refer to Section 4.8.7.3). Sold by NASA or

Agent (T14) and Sold by GSA (T15) are reversed through the Sales Process (Refer to Section 4.8.5.5).

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS MAIN MENU (NDO000MB) type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).

- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
     ND5000MA / ND5000PA                TRANSACTION MENU             14:07:09
                              TX                              MSXXX
                      Selections:

        1  Add                        8   Reversal
        2  Change                     9   Convert Case to Component
        3  Delete                     10  Convert Component to Case
        4  Receipt                    11  Enter SRD and GSA Control No
        5  Sales                      ?   In any field for Help
        6  Exchange (Trade-In)        .   Exit Transaction Process
        7  Freezes and Dispositions
           (Includes Scrap and Surveys)

        Enter Selection: __
        Prop Case No:    804101 _____              Item Id: __
        ECN:             _____             Cust Acct No: _____
        ERN:             _____   (For Reversal only)
        Trans Id:        ____         (Process Final Disposition w/o Freeze)

     Navigation: _____
     Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
          HELP  LOPF  PREV  RVW   CNCL                  CLEAR           EXIT
```

INPUT DATA

- Enter Selection   input value = **8**

- Press **<Enter>**.

NPDMS action is performed based on the input on the TRANSACTION MENU (ND5000MA).

NPDMS displays the (ND5000MB) pop-up window for user response to the type of transaction to be reversed.

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01


 ND5000MB
      Enter an 'R' or a 'D' and one additional item from the list below
         to reverse a Receipt or a Disposition. Enter 'C' to Cancel.

                    _ (R=Receipt, D=Disposition, C=Cancel)

      Receipts and    Prop Case No: 804101 1060S160    Item Id: __
      Dispositions    ECN:                  _____
                      ERN:                  _____

      Dispositions    Document Numbers:
      only               Request          _____
                         Survey           _____
                         Abnd/Dstryd      _____
                         Procurement      _____
                         DD-1348-1A       _____

      Receipts only   Turn In             _____
                                                                       _
```

INPUT DATA

- Transaction Type to Reverse   input value = **R, D** or **C**

- Receipts and Dispositions

  — Prop Case No

  — Item Id

  — ECN

  — ERN

- Dispositions Only

  — Document Numbers

    -?- Request

-?- Survey

-?- Abnd/Dstryd

-?- Procurement

-?- DD-1348-IA

- Receipt Only

  — Document Numbers

  -?- Turn In

- Press **<Enter>**. NPDMS displays the REVERSAL TRANSACTION screen (ND5199MB) for reversing of Final Dispositions or the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA) for reversing a Receipt.

4.8.8.1 Reverse Final Disposition

This process allows the user to reverse Controlled (NEMS-tagged) and Non-Controlled NASA Property Final Dispositions. Transactions effecting the recording of final disposition data may have been inadvertently entered for a particular property case record. NPDMS provides the capability for reversing the following final disposition 'T-type' transactions online:

- Expended to Scrap (T03)

- Survey Lost Personal Property (T04)

- Utilized by Generating NASA Center (T05)

- Utilized by Other NASA Centers (T06)

- Transfer for Use of Other Federal Agency with Prior GSA Approval (T07)

- Transfer for Use of Other Federal Agency without Prior GSA Approval (T08)

- Transferred to DRMO for Further Disposal Processing (T09)

- Transfer of Foreign Excess Property for Donation (T10)

- Donation to Public Bodies without Prior GSA Approval (T11)

- Transferred to GSA for Further Disposal Processing (T12)

- Donation Approved by GSA (T13)

- Transferred to Other without Prior GSA Approval (T16)

- Abandoned or Destroyed Property (T18)

- Donation to Other without Prior GSA Approval (T20)

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.

- From the Transaction Menu, type **8** at Enter Selection.

- Press **<Enter>**. NPDMS displays the (ND5000MB) pop-up window for user response to the type of transaction to be reversed.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01


   ND5000MB
        Enter an 'R' or a 'D' and one additional item from the list below
           to reverse a Receipt or a Disposition. Enter 'C' to Cancel.

                   _ (R=Receipt, D=Disposition, C=Cancel)

        Receipts and    Prop Case No: 804101 1060S160     Item Id: __
        Dispositions    ECN:                  _____
                        ERN:                  _____

        Dispositions    Document Numbers:
        only              Request             _____
                          Survey              _____
                          Abnd/Dstryd         _____
                          Procurement         _____
                          DD-1348-1A          _____

        Receipts only   Turn In               _____
```

INPUT DATA

- Transaction Type to Reverse   input value = **D** or **C**

- Receipts and Dispositions

    — Prop Case No

    — Item Id

    — ECN

    — ERN

- Dispositions Only

    — Document Numbers

        -?- Request

        -?- Survey

        -?- Abnd/Dstryd (Abandoned/Destroyed)

        -?- Procurement

        -?- DD-1348-IA

- Press **<Enter>**. If the user enters **D**, Disposition, NPDMS displays the REVERSAL TRANSACTION screen (ND5199MB). If the user enters **C**, to Cancel, NPDMS displays the TRANSACTION MENU screen (ND5000MA).

- The appropriate data fields are populated and displayed by the system.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND5199MB / ND5199PA              REVERSAL TRANSACTION             14:12:55
                                    REVE TR                        MSXXX
Prop Case No: 804101  1060S160          Item ID: 01       Current Qty:
Local Ref No: MSFC                          Turn-In Doc No: 123
Item Name/Desc: MSFC                           / MARSHALL
========================= SELECT TRANSACTION TO REVERSE ====================
Line Trans    ERN        Disp     Disp        Disp          ECN       User
     ID                  Date     Qty         Cost                    ID

 1   T05  0810610886  03/02/01   2            100.00                 MSXXX
 2   T05  0810610887  03/02/01   2            100.00                 MSXXX
 3   T06  0810610885  03/02/01   2            100.00                 MSXXX
 4   T06  0810610888  03/02/01   2            100.00                 MSXXX
 5   T06  0810610889  03/02/01   2            100.00                 MSXXX
 6   T06  0810610890  03/02/01   2            100.00                 MSXXX
 7   T06  0810610891  03/02/01   2            100.00                 MSXXX
 8   T07  0810600892  03/01/01   2            100.00                 MSXXX
 9   T08  0810600893  03/01/01   2            100.00                 MSXXX
Enter the Line No of the Transaction to Reverse or 'C' to Cancel: _   More: Y
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV          CNCL        PGUP  PGDN                   EXIT
```

INPUT DATA

- Line No of Transaction to Reverse or
  'C' to Cancel   input value = **1, 2, 3, 4, 5, 6, 7, 8, 9,** or **C**

- Press **<Enter>**. NPDMS displays the REVERSAL TRANSACTION screen (ND5199MA). If **C** is entered, the system displays the TRANSACTION MENU (ND5000MA).

The appropriate data fields are populated and displayed by the system.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5199MA / ND5199PA                   REVERSAL TRANSACTION          14:14:58
                                         REVE TR                      MSXXX
Prop Case No: 804101  1060S160          Item ID: 01        Current Qty:
Local Ref No: MSFC                      Turn-In Doc No: 123
Item Name/Desc: MSFC                          / MARSHALL
Disposition Qty:     2                  Disposition Date: 03/02/01
Trans ID being Reversed: T05     ECN:                ERN: 0810610886
=========================== TRANSACTION INFORMATION =========================
Requestor Name: XXXXXX XXXXX                   Phone:( 205 ) 544 - 5555
   Agency Name: MARSHALL SPACE FLIGHT CENTER
        Address:                                Requestor Agency ID: N
             REDSTONE ARSENAL
           City: HUNTSVILLE            State: AL     Zip: 35812-
                                                       Doc No: 1
Previous SF-120 Withdrawal/Correction printed: N
Print SF-120 Correction: _                       GSA Rpt Date:

Txn Desc: _____ More: N

Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Print SF-120 Correction   input value = **C** or **blank**
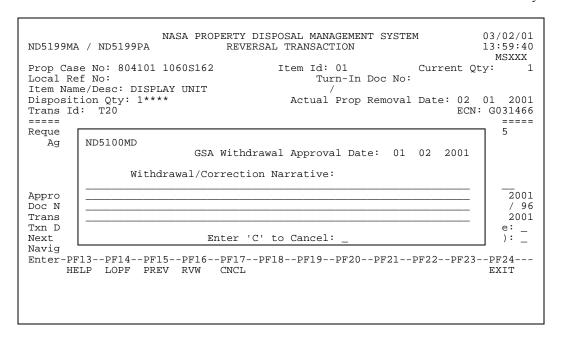
- Txn Desc

- More   input value = **Y** or **blank**

- Press **<Enter>**. If **C** is entered for Print SF-120 Correction, NPDMS displays the GSA Withdrawal/Correction Narrative (ND5100MD) pop-up window to allow entry of additional data.

```
                     NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/02/01
ND5199MA / ND5199PA              REVERSAL TRANSACTION                  13:59:40
                                                                        MSXXX
Prop Case No: 804101 1060S162            Item Id: 01        Current Qty:     1
Local Ref No:                                 Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                            /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T20                                                    ECN: G031466
=====                                                             =====
Reque                                                                5
   Ag   | ND5100MD                                                     |
        |              GSA Withdrawal Approval Date:  01  02  2001     |
        |                                                              |
        |      Withdrawal/Correction Narrative:                        |
        |   _____ | __
Appro   |   _____ |  2001
Doc N   |   _____ |  / 96
Trans   |   _____ |  2001
Txn D   |                                                              |  e: _
Next    |              Enter 'C' to Cancel: _                          |  ): _
Navig   |_____|
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                  EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**. If you enter **C** to Cancel, NPDMS displays the REVERSAL TRANSACTION screen (ND5199MA).

- If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/02/01
       ND5199MA / ND5100MC        REVERSAL TRANSACTION              13:59:40
                           Property Transaction Description:
       Prop Case No:   _____
       Local Ref No:   _____
       Item Name/Des   _____
       Disposition Q   _____
       Trans ID bein
       =============               Enter 'C' to Cancel: _
       Requestor Nam
         Agency Nam
            Addres

              City: HUNSTVILLE            State: AL      Zip: 35812-
                                                           Doc No: 1
       Previous SF-120 Withdrawal/Correction printed: N
       Print SF-120 Correction:                        GSA Rpt Date:

       Txn Desc: _____  More: Y

       Navigation: _____
       Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
            HELP  LOPF  PREV  RVW   CNCL                                    EXIT
```

INPUT DATA

- Property Transaction Description

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the REVERSAL TRANSACTION (ND5199MA) screen.

- NPDMS then updates the Case File, generates the following transactions: a 'RTnn' Transaction ('nn' may equal 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 16, 18, or 20), a X15 Transaction to identify NEMS Equipment data, a NP/NEMS Interface ERN.

- NPDMS then returns to the Transaction Menu and displays the message '*Entry Reference Number Assigned is: N10'* and allows selection of the next transaction.

4.8.8.2 Reverse Receipt Disposition Process

This process allows the user to reverse a specific Receipt (T02) Transaction that may have been inadvertently entered against the wrong Property Case Number. NSMS Materials Inventory property receipts can not be reversed in this process. Receipt processing for NSMS is completed using the Overage/Underage/Matched report that is done in batch. Refer to section 5.3 for more detailed information.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.

- From the Transaction Menu, type **8** at Enter Selection.

- Press **<Enter>**. NPDMS displays the pop-up window (ND5000MB) for user response for the type of transaction to be reversed.

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01


  ND5000MB
       Enter an 'R' or a 'D' and one additional item from the list below
          to reverse a Receipt or a Disposition. Enter 'C' to Cancel.

                _ (R=Receipt, D=Disposition, C=Cancel)

       Receipts and    Prop Case No: 804101 1060S161    Item Id: __
       Dispositions    ECN:                _____
                       ERN:                _____

       Dispositions    Document Numbers:
       only              Request         _____
                         Survey          _____
                         Abnd/Dstryd     _____
                         Procurement     _____
                         DD-1348-1A      _____

       Receipts only    Turn In         _____
                                                                          _
```

INPUT DATA

- Transaction Type to Reverse   input value = **R** or **C**

- Receipts and Dispositions

    — Prop Case No

— Item Id

— ECN

— ERN

• Receipt Only

— Document Numbers

— Turn In

• Press **<Enter>**. NPDMS displays the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA).

• The appropriate data fields are populated and displayed by the system.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
ND5202MA / ND5202PA            RECEIPT REVERSAL - RT02            14:25:30
                                   REVE RE                        MSXXX

Prop Case No: 804101 5332S097          Item ID: 01         Current Qty: 1
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No: 1
Item Name/Desc: COMPUTER, MICRO                 /
ECN: G031461                      Cust Acct No: 33001   CC:  4
Current Acq Cost: 2475.00         Unit Of Measure: EA
Component System - Name:                            FSC Code:
=========================== TRANSACTION INFORMATION ==========================
Mfg's Name: INTERNATIONAL BUSINESS MACHINE         ERN: 0853480218
Model No:                         Serial No: 8274854
Warehouse Loc: 3000520004         Warehoused Date: 12/14/95
Print SF-120 Correction: _        GSA Rpt Date: 01/10/96

Adj Desc: ****************************************
          _____

           Please Enter 'P' to Process or 'C' to Cancel: _
Navigation: _____
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
     HELP  LOPF  PREV  RVW   CNCL                                      EXIT
```

INPUT DATA

• Print SF-120 Correction   input values = **C** or **blank**

• Adj Desc

• Enter 'P' to Process or
  'C' to Cancel   input values = **P** or **C**

- Press **<Enter>**. If you enter **C** to Cancel, NPDMS displays the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA).

- If a **C** is entered in the Print SF-120 Correction field, NPDMS displays the GSA Withdrawal/Corrective (ND5100MD) pop-up window to allow entry of additional data.

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM    03/01/01
          ND5000MA / ND5100MD      RECEIPT REVERSAL TRANSACTION - RT02      14:29:04
                                 GSA Withdrawal Approval Date:

          Prop Case N  |      Withdrawal/Correction Narrative:
          Local Ref N  |    _____
          Item Name/D  |    _____
          ECN: G03146  |    _____
          Current Acq  |    _____
          Component S  |
          ===========  |            Enter 'C' to Cancel: _
          Mfg's Name:  |
          Model No:                         Serial No: 8274854
          Warehouse Loc: 3000520004         Warehoused Date: 12/14/95
          Print SF-120 Correction: C        GSA Rpt Date: 01/10/96

          Adj Desc: NONE*********************************
                    _____

                      Please Enter 'P' to Process or 'C' to Cancel: p
          Navigation: _____
          Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
                HELP  LOPF  PREV  RVW   CNCL                                EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative

- Enter 'C' to Cancel   input value = **C** or **blank**

- Press **<Enter>**.

- NPDMS then updates the Case File, generates the following transactions: a 'RT02' Transaction, a X60 Transaction to identify NEMS Equipment data, a NP/NEMS Interface ERN.

- NPDMS returns to the TRANSACTION MENU (ND5000MA) and displays the message '*Entry Reference Number Assigned is: N10*'.